



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

09/04/2015

EFFECTIVE DATE

09/04/2015

NO.

15-08

SUBJECT

Automatic External Defibrillation (AED) Program

AMENDS

REFERENCE

RSMo. 190.92

Code of Ordinances, City of Kansas City Missouri Section 34-551 through 34-560

P.I. Fiscal Procedures

RESCINDS

DM 06-19

**I. INTRODUCTION**

- A. The Kansas City Missouri Police Department (Department) has established a program to enable first responders to deliver early defibrillation to victims of sudden cardiac arrest within the first critical moments. The use of an AED is intended to be a lifesaving bridge while awaiting Emergency Medical Services (EMS).
- B. This program must meet requirements determined and set forth by the Office of the EMS Medical Director. Those requirements are outlined within this directive.

**II. GENERAL GUIDELINES**

- A. The use of an AED will not replace the care provided by EMS.
- B. Any member who gratuitously and in good faith renders emergency care by the use of an AED shall not be held liable for any civil damages as a result of such care or treatment, unless the member acts in a willful and wanton or reckless manner in providing the care, advice, or assistance. (Section 190.092 RSMo.)

**III. PROCEDURES**

- A. Use of an AED
  - 1. Without delaying emergency treatment to an individual, an attempt should be made to contact a trained and certified department member to operate an AED. Any delay in deployment of an AED decreases the likelihood for survivability.
  - 2. If a member is not a trained or certified user of an AED, the member should perform lifesaving measures, which include the option of using an AED.
  - 3. Operation of an AED can be easily done by following the voice prompts on the unit.

4. EMS will be notified anytime an AED is utilized in an attempt to render emergency aid.
5. The AED Event Report, Form 259 P.D. (Event Report) will be completed once emergency medical services have been rendered to the patient. On completion of the Event Report:
  - a. Copies will be forwarded to the following:
    - (1) Via interdepartment mail to the Building Operations Unit (BOU).
    - (2) The Kansas City Missouri EMS Medical Director via:
      - (a) Email: [oemsmd@kcmo.org](mailto:oemsmd@kcmo.org), or
      - (b) Fax: 816-513-6294
  - b. The original will be submitted through the administering member's chain-of-command and forwarded to the Office of the General Counsel.

B. Division Responsibilities

1. Each division will attempt to have a trained and certified member available during their hours of operation where an AED is located.
2. Maintain a list of members within the division who are AED trained and certified.
  - a. An AED Operator Training Record, Form 257 P.D. (Training Record) will be completed by each AED certified member.
  - b. A copy of the member's certification will be attached to each Training Record.
3. Each division will coordinate with BOU:
  - a. In the event the division receives a new or replacement AED (one that has not previously been registered with the EMS Medical Director).
  - b. In conducting an audit/inventory, on an annual basis, of AEDs within their location.

C. BOU Responsibilities

1. Conduct an audit/inventory of all AEDs at each department facility on an annual basis.

2. Conduct weekly inspections and testing of each AED, utilizing the AED Weekly Maintenance/Inspection Record, Form 258 P.D. (Inspection Record).
  - a. An Inspection Record must be completed for each AED.
  - b. Ensure that an Emergency Medical Services Certificate is affixed to each AED.
  - c. AEDs located in elements in which undercover operations are conducted shall use the following "Location" on the Inspection Record:
    - (1) "Undisclosed Location #1" – Drug Enforcement Unit
    - (2) "Undisclosed Location #2" – Intelligence Unit
    - (3) "Undisclosed Location #3" – Street Crimes Unit
3. On notification from a division that has received a new or replacement AED (one that has not previously been registered with the EMS Medical Director):
  - a. Complete the Public Access Defibrillator (AED/PAD Program Application, Form 255 P.D. (Program Application). If the new AED is a replacement for an older one, list the old AED information on the form.
  - b. For elements in which undercover operations are conducted, list the "Facility Name" as described in Section III, C, 2, c, and the address of Headquarters, 1125 Locust, Kansas City, MO 64106.
  - c. Forward the completed form to the EMS Medical Director as listed on the form.
  - d. On review and approval of the form, the EMS Medical Director will forward the Emergency Medical Services Certificate for the AED to BOU via mail.
  - e. The Emergency Medical Services Certificate should then be affixed to the AED.
4. Maintain the following for submission to the Office of the EMS Medical Director upon their request:
  - a. All Inspection Records for AEDs within the department.
  - b. Copies of all completed Event Reports.

- c. A copy of the Program Application for each AED within the department.

D. Training and Re-certification

1. The Professional Training Division will be responsible for:
  - a. Providing AED training and re-certification for members upon request.
  - b. Maintaining a master list of all AED trained and certified members.
  - c. Provide Training Records of each AED certified member for submission to the Office of the EMS Medical Director upon their request. This will be coordinated with BOU.
2. Members will be responsible for scheduling re-certification training with the Professional Training Section when their certification is nearing expiration as indicated on their American Heart Association card. Typically certification is good for two years.
3. Members will complete the AED Operator Training Record, Form 257 P.D. (Training Record) and forward it, with a copy of their certification card attached, to:
  - a. Their division commander, and
  - b. The Professional Training Section.

E. AED Supplies/Equipment

1. Replacement supplies, AED machines, pads, etc. will be requested through the Financial Services Unit in accordance with the current written directive entitled, "Fiscal Procedures."
2. The memorandum or email will include:
  - a. Brand name.
  - b. Serial number.
  - c. Items to be replaced; e.g., battery, adult defibrillation pads, pediatric pads, etc.
  - d. Location of AED machine.

F. Compliance and Authorization

1. Authority for the oversight of all AED programs in Kansas City, Missouri has been delegated to the EMS Medical Director. (Chapter 34, Article XIV, Code of Ordinances of KCMO and RSMo. Chapter 190.092)
  - a. The EMS Medical Director is responsible for assuring that programs comply with the requirements of all applicable state, city, and local statutes and ordinances.
  - b. Authorization to maintain and operate an AED on premises in the City of Kansas City, Missouri must be approved by the EMS Medical Director.
2. Compliance
  - a. The Office of the EMS Medical Director will conduct a re-approval process every two (2) years to ensure that program requirements are being met.
  - b. The Office of the EMS Medical Director will contact BOU who will coordinate with the Professional Training Division for submission of requested information.
3. The department-authorized medical facility physician will act as the department's medical director for facilitation of this program.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Alvin Brooks  
Board President

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